Florida Baptist Children's Homes|One More Child is an equal opportunity employer.

JOB DESCRIPTION: DIRECTOR OF GUARDIAN ANGELS OF SW FLORIDA

Department: Development
Reports To: Senior Director of Major Gifts
Recruited By: Senior Director of Major Gifts
Approved By: Executive Director of Development
Organizational Unit: Bradenton
Status: Full-Time
Classification: Exempt

JOB SUMMARY

The Director of Guardian Angels of SW Florida is responsible for the strategic direction and management of Guardian Angels of SW Florida (GASWFL), including external partner and donor relationships and fundraising initiatives essential to developing, expanding, and stewarding philanthropic and community support for GASWFL, in support of local One More Child programs. The director is also responsible for the communications plan for GASWFL. The director works closely with leadership of One More Child, the Board of GASWFL, and has frequent contact with partners, volunteers, donors, and prospects.

ESSENTIAL DUTIES AND FUNCTIONS

- Responsible for working with the Board of GASWFL and leadership of One More Child to develop the strategic direction of GASWFL and fulfill the organizational mission.
- Acts as a liaison between One More Child and GASWFL, working directly with the Board of GASWFL and staff of One More Child on fundraising programs, GASWFL volunteer coordination, program supporting activities, and regional church engagement, including any coordination needed between internal One More Child departments.
- Responsible for planning and implementation of development and engagement programs and strategies to ensure fulfillment of funding goals for GASWFL and One More Child.
- Responsible for designing and implementing methodologies to identify, qualify, solicit, and steward donor relationships at all giving levels, as well as building and maintaining a donor portfolio, and cultivating all gifts from churches, individuals, businesses and foundations.
- Responsible for the strategic planning and management of the communications plan for GASWFL, including social media, website, print and digital communications platforms, and responding to all potential donor inquiries.
- Maintains collaborative relationships with executive and regional leadership to maximize fundraising effectiveness, including coordinating fundraising, volunteer, partnership, and church engagement activities in support of the GASWFL campus(es) with campus leadership.
- Attends GASWFL Board Meetings and ensures the Board is regularly updated on activities for the fulfillment of GASWFL and One More Child goals.
- Coordinates major gift prospect and foundation proposal assignment/clearance through moves management meetings.

- Responsible for GASWFL grant work, including coordinating with the One More Child Director of Foundations to research, solicit, and steward grant proposals through foundations and community organizations, as well as ensure that grant requirements are being met in a timely manner.
- Builds philanthropic and community support for GASWFL and One More Child programs, through speaking engagements, community visibility, strategic partnerships, and individual relationships.
- Works closely with the One More Child Regional Director of Partnerships to coordinate external engagement and church partnership activities.
- Develops tools for donor and partner communication.
- Stays current with legal issues and the latest trends in the field of fundraising and ensures compliance in areas of responsibility.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree and five years of relevant professional experience required, Master's degree preferred
- Successful fundraising track record or willingness to complete training in the field of fundraising
- Desire to do additional systematic self-study to upgrade knowledge and skills in development field
- Experience in public speaking and program presentations
- Demonstration of effective digital communication, writing and graphic design skills
- Good working experience in relation to individuals, church groups and staff
- Demonstration of leadership skills

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Ability to build effective professional working relationships internally and externally.
- Effective communication skills, both oral and written
- Attention to detail, and ability to multi–task and stay organized under tight deadlines.
- Presents him or herself outside the agency in a manner in keeping with the firm's core values and guiding principles.
- Ability to maintain confidential information.

- Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately.
- Skills in effectively organizing work, files, records, etc., to maintain efficient workflow.
- General knowledge of standard office practices and office equipment.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and/or equipment).

WORK ENVIRONMENT

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a normal office environment. Minimal travel is expected.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____